

**Minutes of the Board Meeting held on
Wednesday 26 May 2021 at 6pm
via Zoom video conferencing**

Present:

S. Gaunt - Chairperson (SG)
K. Barker
K. Clayton
M. Flaherty
H. Gracie
F. Koroma
A. Louden
M. Overthrow

In Attendance:

N. Logan, Finance Director (NL)
J. Murray, Housing Services Director (JM)
D. Weir, Technical Director (DW)
M. Hutcheson, Corporate Services Manager (MH)
P. Bridges, Corporate Services Officer (Minutes)

- 1. Apologies and Declarations of Interest** (including agenda item to which this refers)

Apologies:

Apologies were **noted** on behalf of Board Members J. Ayorinde, A. Edgar, E. Gotowicz and M. Smith. Apologies were also received from A. McKee, Chief Executive. At the March Board Meeting, the Board **agreed** to extend P. McGinlay MBE's leave of absence until after the AGM in September 2021.

Declarations of Interest: nothing to report.

Liz Rice

The Chairperson (SG) was very sad to report that Service Improvement Group member Liz Rice passed away on 25 May 2021, following treatment in hospital for Covid-19. SG has been in contact with A. McKee who mentioned that Liz's family had been residents of Darnley for a long time and her father, Archie Watt, had been one of the founding members of the Darnley Steering Group which became Glen Oaks Housing Association. A. McKee will offer condolences to Liz's family on behalf of the Board and staff.

2. **COVID-19 Update** - verbal report

JM advised that since the restrictions for our area have remained the same, there have been no changes to the way the Association has been operating and there were no issues to report. JM added that proposals for re-opening the office will be discussed by the Finance, Audit and Corporate Services Sub-Committee at their meeting on 9 June 2021. NL advised that the staff team had recently attended a mindfulness training session. The Association also continues to support staff by providing free online yoga classes. The Board **noted** the report.

3. **Minutes of previous Board Meetings**

(1) **Decisions taken between meetings** - nothing to report.

(2) **Board Meeting 24.3.21 & Confidential 24.3.21**

The Minutes were **approved** as an accurate record of the meeting.

(3) **Matters Arising/Tasks**

The Board **noted** the following:

Page 4, Item 5(8) - Landscaping - Arden Phase 5:

DW is meeting with the contractor to discuss defects regarding landscaping at Arden Phase 5. DW advised that he would update the Board with any progress regarding the Scottish Architectural Awards, adding that the award ceremony is scheduled for later this year.

Page 4, Item 5(9) - Procurement Strategy:

DW advised that the Annual Procurement Report for submission to the Government is being progressed and will be published on our website next week.

Page 7, Item 14(4) - Model Complaints Handling Procedure:

MH reported that the recent staff training session had been very good. There had been a really good discussion and staff were confident about the changes to the procedure. MH added that implementation of the updated procedure is being monitored.

See Confidential Minute

4. **Minutes of Sub-Committees and other Meetings**

(1) **Finance, Audit and Corporate Services Sub-Committee 31.3.21** (draft)

The Board **noted** the draft Sub-Committee Minutes.

See Confidential Minute

5. Matters for Discussion / Decision

(1) Annual General Meeting

The Board **noted** the timetable for this year's AGM. The Board **agreed** to carry out a draw to determine which Board members will stand down at this year's AGM. P. Bridges drew lots and the following Board members will be asked to stand down: **Johnson Ayorinde, Allan Edgar, Fiona Koroma** and **Mitchell Overthrow**. The Board **noted** that **Alison Louden** who is currently filling a casual vacancy will also be required to stand down. All of the Board members standing down can stand for re-election without being nominated.

(2) Annual Return on the Charter (ARC)

MH referred to the ARC and the Comparison Report, commenting that the Association's performance has been good despite the restrictions imposed as a result of the Covid-19 pandemic. The Board **approved** the Annual Return on the Charter (ARC) for submission to the Scottish Housing Regulator. The Board also **agreed** to delegate authority to submit the ARC to N. Logan, Finance Director, in A. McKee's absence.

See Confidential Minute

(3) Development Report

See Confidential Minute

(4) Business Plan Quarterly Review

NL advised that the report has been updated to highlight work that has been completed and show the work that has been done on the 'amber' items. Since some of the amber items require to be continuously reviewed, NL suggested that they should be recorded in a different colour in future reports. The Board **agreed** with this proposal.

A Board member asked if tenants had been invited to join the Value for Money Working Group. NL advised that the Group would be meeting soon and confirmed that tenants would be encouraged to get involved, adding that the Association's newsletter and Facebook page could be used to advertise this.

The Board **noted** the report.

6. Board Priorities

(1) Board Training

(2) Rent Harmonisation

(3) Succession Planning and Staff Resources

(4) Office / Community Hub

(5) Tenant Communication / Transparency

On hold during the Covid-19 pandemic.

7. Health & Safety

The Board **noted** the Health & Safety report.

DW asked the Board to sign the documents recently circulated by K. Swain. A Board member advised that they had received the email but had been unable to open the attachment. DW will discuss this issue with K. Swain.

8. Assurance Statement

(1) Assurance Action Plan

NL advised that there had been a lot of progress with the items included in the Action Plan. NL added that staff had been looking at the current methods used for collecting and monitoring evidence and were considering using Decision Time to streamline the process. A further update on this matter will be provided at the Board meeting in June.

With regard to item SA42, a Board member asked if the report on Board Learning and Development was being presented to the Board on a quarterly basis. NL was confident that this was being done and will update this point in the Action Plan to ensure that it continues to be reported quarterly.

The Board **noted** the Assurance Action Plan.

(2) Assurance Statement Review Programme

The Board **noted** the Assurance Statement Review Programme.

(3) Standard 7

The Board **noted** the review of Standard 7.

9. Risk Management

(1) Detailed Strategic Risk Register

NL advised that some controls and assurances had been updated.

The Board **noted** the report.

(2) Summary Strategic Risk Register

The Board **noted** the report.

10. Notifiable Events

The Board **noted** that granting of security to a lender was notified to the Scottish Housing Regulator in March.

11. Staffing

See Confidential Minute

12. **Membership** - *nothing to report.*

13. **Use of Seal** - *nothing to report.*

14. Policy Review

(1) Policy Register

The Board **noted** the Policy Register.

(2) Data Protection Policy

MH advised that there are no material changes to this policy. Some minor amendments have been made which are detailed in the Policy Review summary document. The Board **noted** the amendments and **approved** the Data Protection Policy.

(3) Communication Tools Policy

NL asked the Board to note the update to point 9.2 of the policy concerning the security of our systems. NL added that work was currently being carried out to update systems and laptops. The Board **noted** the update and **approved** the Communication Tools Policy.

(4) Board IT Agreement

NL asked the Board to note that all references to MinutePad have been changed to Decision Time. The Board **noted** the amendments and **approved** the Board IT Agreement.

15. Community Regeneration

JM advised that the goConnect project had made 19 funding applications during the period April 2020 - March 2021. JM was pleased to report that 15 of those applications had been successful and the total funding received was £273,302. Some of the services we have been able to provide as a result of this funding include:

- making digital devices, security software and free internet access available to our tenants via our lending library.
- providing emergency white goods and appliances to tenants in need.
- offering a befriending service to lonely or isolated tenants.
- providing meals for our elderly and vulnerable tenants.
- helping families with children who are struggling financially.
- meeting salary costs to allow staff to continue to deliver services and offer support to our tenants.

JM advised that detailed reports on the progress of the goConnect and Starting Out projects have been prepared for next week's Housing, Technical and Health & Safety Sub-Committee meeting. The Chairperson asked if the full Board could see the reports. NL advised that the Board will be able to access all of the Sub-Committee reports after the meeting has taken place.

The Board was delighted to **note** the success with the funding applications and the support the Association's staff have provided (and continue to provide) for our tenants. On behalf of the Board, the Chairperson **thanked** JM for the update and asked her to pass on the Board's thanks to the entire staff team for their work during this difficult time.

16. Matters for Information

(1) Board Attendance: April 2020-March 2021

The Board **noted** the report.

(2) Charitable Donations: April 2020-March 2021

The Board **noted** the report.

17. Report back from Meetings / Conferences attended

- (1) The Chairperson advised that he had recently attended a meeting where delegates had discussed the drive towards housing associations becoming carbon neutral. There had also been a discussion about the possible costs associated with EESH2.

18. Correspondence and Other Matters for Decision

The Board **noted** the report.

19. Any Other Competent Business - nothing to report.

20. Date and Time of Next Meeting

The next Board meeting will take place on **Wednesday 23 June 2021** at **6pm** via Zoom.

Signed:

Date: